

State of Utah

Electronic Tax Payment Reporting Instructions - For Mandatory EFT Filers

Effective: November 1, 2005

Note: EFT payments can be completed up to 30 days before the tax filing due date and withdrawn on the payment date you select. If you wait until the tax filing due date to make a payment, the payment must be completed by 7:00pm Mountain Time with a settlement date no later than the next business day.

To pay via the Internet, goto the Web address: <http://paymentexpress.utah.gov/eftpayments> and follow the prompts. At the '**REGISTERED USER LOG IN**' screen, please follow the instructions shown below.

To Log In, you must use a numeric Taxpayer ID # (TIN). If your account does not contain any letters, simply enter your account number. If your account does contain letters, follow the examples below to convert your TIN into a numeric:

to the Electronic Payment System

Taxpayer ID # (numeric only):	2112345 (sample TIN)
PIN / Password:	*****
<input type="button" value="Log In"/>	



Example 1: A "Taxpayer ID #" of **A12345** is entered as a numeric Taxpayer ID by entering **"2112345"**. (The letter "A" can be found on the phone keypad number "2". The letter "A" is in the first ["1"] letter position on the keypad. Therefore, 21 is equal to "A" on the phone keypad)

Example 2: A Taxpayer ID # of **EA5321** is entered as a numeric Taxpayer ID by entering **"32215321"**. (The letter "E" can be found on the phone keypad number "3". The letter "E" is in the second ["2"] letter position on the keypad. Therefore, 32 is equal to "E" on the phone keypad)

Otherwise **to pay via touchtone telephone:**

Note: The IVR (Interactive Voice Response) will read back all fields for your approval. Press # if the entry is correct and continue to the next step OR follow the IVR instructions if the entry is incorrect. The automated service voids the entry and prompts you to reenter the field.

- You dial:** **1-800-955-8912**

The IVR responds: "Welcome to the Utah State Tax Commission audio response system. Please listen carefully because the options have changed. To make a payment you will need your checkbook ready. Please enter your taxpayer identification number (TIN), followed by the pound sign."

You enter: **" 2112345 #"** (Enter your numeric TIN. **The entered TIN is your converted numeric Taxpayer Identification Number**) Your actual TIN can be found on your tax return. **A12345**

(Note: To enter any alpha character, follow these directions: Press the phone keypad where the letter is located that you want to enter. Then enter "1", "2", or "3", depending on the letter position on the keypad. If your account number is A12345, then you would enter "21" indicating the "A" and then proceed with the remainder of your id number)
- The IVR responds: "Please enter your personal identification number (PIN) followed by the pound sign."

You enter: " _____ # " (Enter your numeric PIN. Must be at least four digits)
- The IVR responds: "At any point during this call, to return to the main menu press 7, to quit press 9, or to talk to an operator, press 0. To make a payment, press 1. To review, edit or cancel a pending payment, press 2. To edit saved accounts, press 3. To change your personal identification number, press 4. To end this call, press 9."

You enter: " **1** " (Enter 1 to make a payment, or select another available option)
- The IVR responds: "You will be making a payment for Utah State Tax Payments. Select the account you will use to make this payment. To use your account ending in [last 4 digits], press 1."

You enter: " **1** " (Enter 1 to select account, or select another available option)

5. The IVR responds: "Enter the amount you wish to pay in dollars and cents followed by the pound sign. You must enter cents even if you are paying a whole dollar amount."
You enter: " _ _ _ _ _ # " (Enter amount in dollars and cents without using a decimal)
The IVR responds: "You entered [amount in dollars]. If this is correct, press 1, to change the amount, press 2."
You enter: " 1 " (Enter 1 if amount is correct, or press 2 to change the amount)

6. The IVR responds: "Please enter your 4-digit tax code."
You enter: " _ _ _ _ " (Refer to **Tax Type Code List** below to enter a valid Tax Type Code)
The IVR responds: "You entered [tax type code]. If this is correct, press 1, to make changes, press 2."
You enter: " 1 " (Enter 1 if Tax Type Code is correct, or press 2 to change the Tax Type Code)

Note: The next four items collect information about your "Tax Period" shown on your tax return. For example, entering BEGIN [01] [2005] to END [01] [2005] represents the "January 2005" monthly filing period. Entering BEGIN [01] [2005] to END [03] [2005] represents the "January 2005 to March 2005" quarterly filing period.

7. The IVR responds: "Please enter your tax period **BEGIN** date, two digit month."
You enter: " _ _ " (Enter a valid 2 digit tax period in MM format. Example: 12 = December)
The IVR responds: "You entered [tax period month]. If this is correct, press 1, to make changes press 2."
You enter: " 1 " (Enter 1 if tax period month is correct, or press 2 to change the tax period month)
8. The IVR responds: "Please enter your tax period **BEGIN** date, four digit year."
You enter: " _ _ _ _ " (Enter a valid 4 digit year in YYYY format)
The IVR responds: "You entered [tax period year]. If this is correct, press 1, to make changes, press 2."
You enter: " 1 " (Enter 1 if tax period year is correct, or press 2 to change the tax period year)
9. The IVR responds: "Please enter your tax period **END** date, two digit month."
You enter: " _ _ " (Enter a valid 2 digit tax period in MM format. 12 = December)
The IVR responds: "You entered [tax period month]. If this is correct, press 1, to make changes press 2."
You enter: " 1 " (Enter 1 if tax period month is correct, or press 2 to change the tax period month)
10. The IVR responds: "Please enter your tax period **END** date, four digit year."
You enter: " _ _ _ _ " (Enter a valid 4 digit year in YYYY format)
The IVR responds: "You entered [tax period year]. If this is correct, press 1, to make changes, press 2."
You enter: " 1 " (Enter 1 if tax period year is correct, or press 2 to change the tax period year)
11. The IVR responds: "The first day you can submit this payment is on [Settlement Date]. To select this date, press 1, to select a future date, press 2."
You enter: " 1 " (Enter 1 to select first available date, or press 2 to select a future date)
The IVR responds: "You have entered a payment of [payment amount]. The payment will be debited from your [type of account] account ending in [last 4 digits] on [Settlement Date]. To confirm the payment, press 1, to make changes, press 2. To cancel this payment and end the call, press 9."
You enter: " 1 " (Enter 1 to confirm payment, or select another available option)
12. The IVR responds: "Thank you for your payment. Please retain the following confirmation number for your records."
You record: "UTCUTC _____ " (Enter confirmation number)

Note: If you make an input error when paying by IVR, you will be connected to a JPMorgan Chase Service Representative for assistance.

STATE OF UTAH**EFT Tax Type Code List**

(Effective November 1, 2005. Subject to future additions or changes)

<u>Tax Type</u>	<u>Tax Code</u>	<u>Description</u>
Sales Tax	0400	State & Local Sales & Use Tax
	0401	Transient Room Tax
	0403	Short-Term Rentals of Motor Vehicles
	0404	Restaurant Sales of Prepared Food
	0405	Waste Tire Recycling Fee
	0406	Municipal Energy Sales & Use Tax
	0407	Emergency Services Telephone Fee
	0408	Municipal Telecommunications License Tax